

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 4 December 1956

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 28 November - 4 December 1956

1. Significant Items:

Nothing to report.

25 YEAR RE-REVIEW

2. Other Activities:

a. The first week of IO#4 ended on Friday, 30 November.

b. On Tuesday, 27 November [ ] met with [ ] and [ ] to discuss the possibility of providing Mr. [ ] with some of the training material used in Intelligence Orientation. [ ] met again on Friday, 30 November to review specific materials of possible interest. [ ] agreed to prepare an outline of subject material which might serve purpose.

c. [ ] reports that three new display panels have been prepared for use in the Intelligence Products Exhibit.

d. Two memos were forwarded to C/Supply & Services Section requesting repairs and construction for the auditorium and rooms 2251 and 2026 respectively.

e. The Training Evaluations for IO#3 were completed and sent to A&E today, 4 December.

f. Special letters recording the performances of three non-Agency students in IO#3 have been sent to D/TR for signature.

g. A meeting of the staff of Introduction to Intelligence was held on 4 December to discuss plans for the first course in 1957.

3. Personnel Notes:

a. [ ] was on sick leave Wednesday, 28 November.

b. [ ] was on sick leave Monday, 3 December 1956.